

**Community Services Advisory Committee**  
**Meeting Minutes**  
**Meeting Date: November 21, 2016**

**Members Present:** Sue Shea, Linda Vitagliano, Fonda Mangino, Elaine Ostroff, Sandy Hewitt, Paula Panchuck, Jemma Lambert; Director of Community Services Department.

Introduction of all members and visiting citizen, Michael Byrum who will be interviewed by the BOS on 11/28 for the last spot on the Committee.

Review of The Committee's role as described in the documents approved by the BOS.

Brief Departmental Overview by Jemma

Request of committee to clarify process for sending and receiving commission related information. Jemma will bring that information to the next meeting.

Paula Panchuck volunteered to serve as Chair. Seconded by Sue Shea. Passes by unanimous vote.

Sandy Hewitt volunteered to serve as Vice Chair. Seconded by Sue Shea. Passes by unanimous vote.

Decision by Committee members to delay the election of Secretary until the next Committee meeting on December 19.

Committee requests that Jemma prepare a list of her top priorities for discussion at our next meeting. Confirmation that Committee will meet the third Monday of the month, 1:00 pm at the CSC.